



Building & Construction Authority (BCA)

Advertisement Licensing System (ALS)

User Manual

Version 1.3

02/11/2014



SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes
1.0	09/08/2014	First Release
1.1	10/08/2014	Context changes
1.2	12/08/2014	Context changes
1.3	02/11/2014	Image Updates



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1. What is Advertisement Licensing System (ALS)

As part of BCA's continuous efforts to enhance our service delivery, we have redesigned the current consultation and licence application processes. A new Advertisement Licensing System (ALS) is introduced. All consultations and licence applications will have to be done via ALS. Walk-in customers at the BCA counter will be guided to use ALS at the kiosk by our officers.

2. How to access ALS?

URL: <https://www.bca.gov.sg/AdvertisementLicence/>

3. Contact BCA Helpdesk

Address: 5 Maxwell Road #02-00
Tower Block, MND Complex
Singapore (069110)

Operating Hours: Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm

Email: bca_enquiry@bca.gov.sg

Enquiry Hotline: [1800-3425222](tel:1800-3425222)

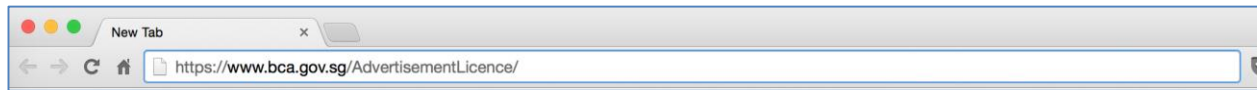


4. New Account Creation for New Users

- Launch an instance of ALS application in any web browser (e.g. **Google Chrome**).



- Type the URL to access ALS application (<http://www.bca.gov.sg/advertisementLicence/>) in the address bar.





- Submit the above mentioned URL in the browser window, it will display the application landing page as shown below:

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We shape a **safe, high quality, sustainable** and **friendly** built environment.

Singapore Government
Integrity • Service • Excellence
Contact Info / Sitemap

Steps to Apply For Licence

Step 1 Create new account/Login to ALS.

Step 2 Submit proposal for consultation.

Step 3 Pay licence fee

Quick Links

- ➔ Submit Consultation? Click here...
- ➔ Request Licence Renewal? Click here...

Advertisement Licensing System

ALS (Advertisement Licensing System) is an online portal for you to submit new advertisement licence and enquire on the status of your application.

[Login with ALS Account](#)

[First Time ALS Account Registration](#)

[Login with SingPass Account](#)

Announcement

- ALS Pilot Run

[Click Here To Report on Displayed Signs](#)

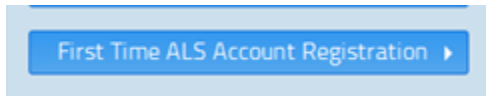
Useful Links


- ➔ GIRO Form
- ➔ Guidelines & Map
- ➔ Feedback
- ➔ Terms & Conditions
- ➔ FAQs

[ALS e-Learning](#)




- New users has to click "**First Time ALS Account Registration**" button which displays the following page for registration:





We shape a **safe, high quality, sustainable** and **friendly** built environment.



Integrity • Service • Excellence

[Contact Info](#) / [Sitemap](#)

Home > ALS Account Registration

ALS Account Detail

Type/ID *

-Select-

Name *

Designation

Registered Address *

Postal Code *

Blk/House No. *

Unit No.

-

Street Name *

Building Name

Contact Person Name *

Contact Phone No *

Contact Email Address *

Attach Authorisation Letter

Browse

Register

Cancel



- Key in all details in the following form and click "**Register**" button or navigate back to the landing page of ALS by clicking "**Cancel**" button.

Home > ALS Account Registration

ALS Account Detail

Type/ID *	UEN ▼	-	000123456789
Company Name *	ABC ABC		
Registered Address			
Postal Code *	123456		
Blk/House No. *	12		
Unit No.	12	-	
Street Name *	SERNALD STREET		
Building Name	SERNALD GARDENS		
Contact Person Name *	ABC ABC		
Designation	ABC ABC		
Contact Phone No *	00012345		
Contact Email Address *	abc@gmail.com		
Attach Authorisation Letter		Browse	
Register Cancel			



Notes:

- Asteric remark beside the label mean mandatory field and must fill-in to complete the process. (e.g. Name)
- On successful registration following message is displayed:



Thank you for registering with us! An acknowledgement
with login credentials has been sent to your E-mail.

OK

- Clicking "OK" button will direct user to home-page.
- A Login ID and Password will be sent to the user's email address.



Login ID and Password given in the email will be used to login into ALS account.



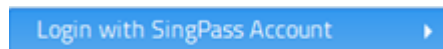
5. Login in ALS

User able to login to ALS account with two methods:

- SingPass-ID via SingPass authentication.
- ALS login-ID via built-in ALS authentication.

5.1. Login via SingPass authentication

- Click on "**Login with SingPass Account**" button on ALS Landing Page



- ALS will redirect to SingPass Authentication Page.

The screenshot shows the SingPass Authentication Service page. At the top, there is a banner with the SingPass logo and the text 'Singapore Personal Access'. Below the banner, there is a 'Secure' indicator with a lock icon. To the right, there are links for 'Terms of Use', 'FAQs', 'Help', and 'About Us'. The main heading is 'Welcome to SingPass Authentication Service'. Below this, there is a 'Security Advisory' box containing text about a recent incident where SingPass accounts were potentially accessed without permission. The advisory states that passwords of affected users have been reset and that the vast majority of SingPass users are not affected. It also advises users to use strong passwords and to visit the GoSafe Online website at www.gosafeonline.sg for more information. Below the advisory, there are two input fields: 'SingPass ID' and 'SingPass'. The 'SingPass ID' field has a hint '(Enter your Identification Number)' and an example 'e.g. S1234567G, G1234567G'. The 'SingPass' field has a hint '(8-24 characters, CASE-SENSITIVE)'. At the bottom, there are three buttons: 'Submit', 'Cancel', and 'Change SingPass'.

- Enter SingPass ID and SingPass Password.
- After entering SingPass credentials click "**Submit**" button.



SingPass ID	<input type="text" value="G5636965S"/>	(Enter your Identification Number)
	e.g. S1234567G, G1234567G	
SingPass	<input type="password" value="••••••••"/>	(8-24 characters, CASE-SENSITIVE)
<div><input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Change SingPass"/></div>		

- Once clicking submit user will be redirected to “SingPass Security Verification Page” and needs to key in security code and click "Submit" button:


Welcome

to SingPass Authentication Service

You are seeing this security verification page because you failed to login successfully during one of your previous login attempts. It does **NOT** mean that the ID or password that you have just entered is wrong.

This security verification is a security measure to safeguard against unauthorised access to your account. Click [here](#) to view more details about the New SingPass Security Enhancements.

Security Verification

Enter Security Code	<input type="text"/>	(Please enter the case-sensitive text as seen in the image into the text box provided. If the image is not readable, please click on "Refresh Image" to get a new image.)
Security Code		Refresh Image
<div><input type="button" value="Submit"/> <input type="button" value="Cancel"/></div>		

- Successful authentication by SingPass, user will log into ALS.
- Unsuccessful authentication by SingPass will displays an error message.



5.2. Login via ALS Account

- Users registered with ALS will have ALS Login-ID and Password which will be received in email and used to login into the ALS.
- On the ALS landing page, click "**Login with ALS Account**" button to be directed to the following login screen.

Login with ALS Account ▶

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Singapore Government
Integrity • Service • Excellence

Contact Info / Sitemap

ALS Account Login

Login ID

Password

[Forgot Password](#) [Registration](#)



- Key in the Login-ID and Password, then click on "**Log In**" button:

The image shows the 'ALS Account Login' form. It has a blue header with the title 'ALS Account Login'. Below the header, there are two input fields: 'Login ID' with the value '58146286285' and 'Password' with masked characters '.....'. Below the password field, there are two links: 'Forgot Password' and 'Registration'. At the bottom, there are two buttons: 'Log In' (blue) and 'Cancel' (grey).

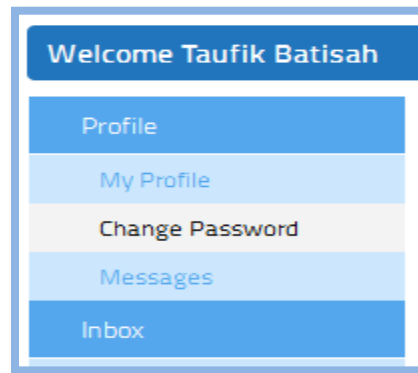
- Successful login will directs user to the application homepage:

The image shows the 'ALS Application Homepage' after a successful login. The page has a blue header with the title 'Welcome Amit Mathur' and a 'Log Out' button. Below the header, there is a sidebar with a 'Profile' section containing links for 'My Profile', 'Change Password', and 'Messages'. There is also an 'Inbox' section with links for 'Consultation', 'Formal Application', and 'Correspondence'. At the bottom of the sidebar is a 'Rating' section with a link for 'Rate e-Service'. The main content area has a 'Home' tab and two blue boxes with white text and exclamation mark icons. The first box says 'To apply licence for sign, [click here](#) to submit new consultation .Note: Consultation is mandatory'. The second box says 'To check the status of my [formal applications](#)'. At the bottom of the page, there is a copyright notice: '©2014 Building & Construction Authority. All Rights Reserved.' and a note: 'Last Updated on 08 August 2014, Best viewed with IE 9.0, Google Chrome, Mozilla FireFox and Safari and above.'

- It is recommended to change the password for first time login users.



- The password can be changed by using the “**Change password**” function. Click “**Change Password**” under “**Profile**” section:



- On clicking the “**Change Password**” link the user will be prompted to key in details as shown below:

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Singapore Government
Integrity • Service • Excellence
Contact Info / Sitemap

Welcome Amit Mathur Log Out

Home > Change Password

Change Password version: 1.0

Current Password *

New Password *

Confirm Password *



- Key in the current and the new password.

A screenshot of the 'Change Password' form. The form has a blue header bar with the title 'Change Password' on the left and 'version: 1.0' on the right. Below the header, there are three input fields, each with a red asterisk indicating it is required. The first field is labeled 'Current Password', the second 'New Password', and the third 'Confirm Password'. Each field contains eight black dots representing masked characters. At the bottom left of the form, there are two buttons: a blue 'OK' button and a grey 'Reset' button.

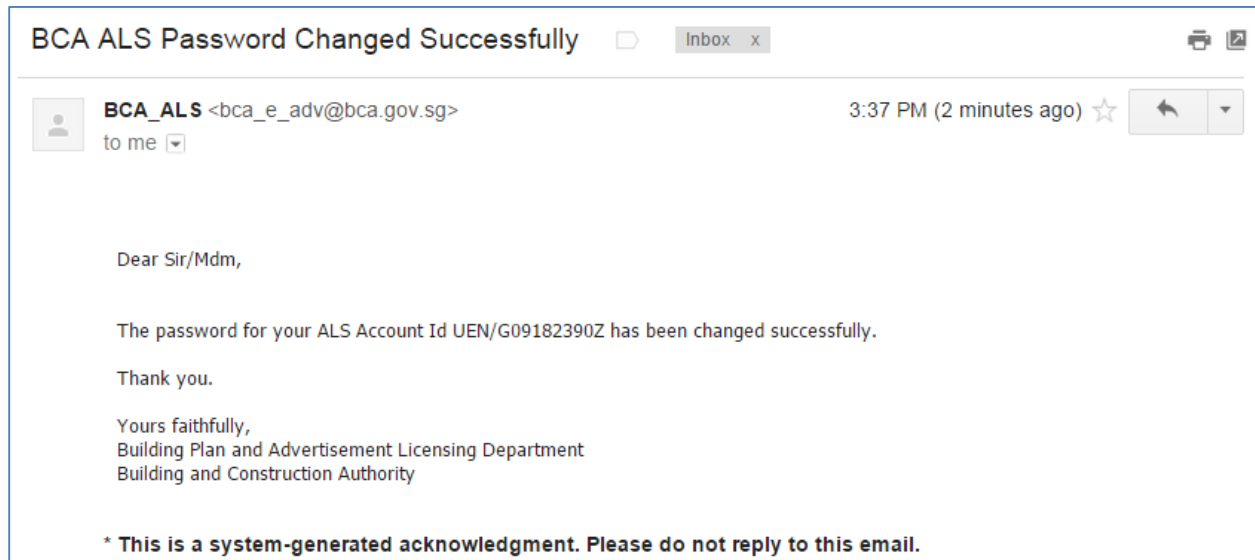
- While changing the password, remember to enter all the required fields.

A screenshot of the 'Change Password' form, similar to the one above, but with an additional red tooltip box. The tooltip is positioned over the 'New Password' field and contains the text: 'Password must contain at least 8 characters Include minimum 2 Alpha characters, 2 numeric & 2 special characters.' The form fields and buttons are the same as in the previous screenshot.

- After keying in the details click "OK" button to submit the changes or click "Reset" button to reset all the fields.



- Check user registered email for a confirmation message regarding password changed:



- After this step the user will be logged out of the system and they have to login again using the new/ updated password.
- Key in the user Login-ID and new Password.

- Click "**Log In**" to get directed to the ALS home-page.



6. Public Home-Page

After successful login, user is directed to the home page as shown below:

The screenshot shows the public home page of the Advertisement Licensing System (ALS). At the top left is the Building and Construction Authority (BCA) logo and name, with the tagline 'We shape a safe, high quality, sustainable and friendly built environment.' At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Contact Info / Sitemap'. Below the header is a blue navigation bar with 'Welcome Amit Mathur' on the left and 'Log Out' on the right. A sidebar on the left contains a 'Profile' section with links for 'My Profile', 'Change Password', and 'Messages'; an 'Inbox' section with links for 'Consultation', 'Formal Application', and 'Correspondence'; and a 'Rating' section with a link for 'Rate e-Service'. The main content area has a 'Home' tab and two blue informational boxes. The first box contains the text 'To apply licence for signage, [click here](#) to submit new consultation .Note: Consultation is mandatory' with a blue exclamation mark icon. The second box contains the text 'To check the status of my [formal applications](#)' with a blue exclamation mark icon.

- Home-Page of the application has the following two sections:
 - a) For new consultation, use the following section:

This is a close-up of the first informational box from the screenshot. It is a light blue rectangular box with a thin blue border. It contains the text 'To apply licence for signage, [click here](#) to submit new consultation .Note: Consultation is mandatory' followed by a blue circular icon containing a white exclamation mark.

- b) To view the status of a Formal Application, use the following section:

This is a close-up of the second informational box from the screenshot. It is a light blue rectangular box with a thin blue border. It contains the text 'To check the status of my [formal applications](#)' followed by a blue circular icon containing a white exclamation mark.



7. Profile

Profile section displays all the information related to user's account with options to:

- Update/change particulars
- Reset password
- View messages

7.1. My Profile

- To view profile details, click "**My Profile**":

The screenshot shows the 'My Profile' page of the Advertisement Licensing System (ALS). The page header includes the Building and Construction Authority (BCA) logo and the Singapore Government logo. The sidebar on the left contains navigation links: Profile, My Profile, Change Password, Messages, Inbox, and Rating. The main content area displays the user's profile details, including Type/Id, Company Name, Registered Address, and Contact Information. An 'Edit Profile' button is visible at the bottom.

My Profile		version: 1.0
Type/Id	LEP/Amrik	
Company Name	Amrik	
Registered Address		
Postal Code	123456	
Blk/House No *	23424	
Unit No	23-2343	
Street Name *	ANG MO KIO STREET 12	
Building Name	Pasar	
Contact Person Name *	Amrik	
Designation	Test	
Contact Email Address *	amrik1@domain.com	
Contact Phone No *	9478057166	
Edit Profile		

- To edit the Profile, click "**Edit Profile**" button.



- All the details will be displayed in editable mode.
- Change the required fields and click “**Save**” button.

My Profile

version: 1.0

Type/Id	UEN/50146286285		
Company Name	Taufik Baitanah		
Name *	<input type="text" value="Taufik Baitanah"/>		
EmailAddress *	<input type="text" value="suhumangarha@gmail.com"/>		
Phone No *	<input type="text" value="65 8 398437273"/>		
Registered Address			
Postal Code	<input type="text" value="018947"/>		
Blk/House No *	<input type="text" value="61"/>		
Unit No	<input type="text" value="13"/>	-	<input type="text" value="6253"/>
Street Name *	<input type="text" value="MARINA COASTAL DRIVE"/>		
Building Name	<input type="text" value="MARINA BAY CRUISE CENTRE SINGAPORE"/>		
<div><div>Save</div><div>Cancel</div></div>			

7.2. Change Password

Use this function to reset the account password, [click here](#) to view details.



7.3. Messages

- Click "**Messages**".
- Task alerts can be viewed in user 'Messages' module.
- The following screen-shot displays message received on Consultation Submission.

No	Module Name / Reference No	Received Date	View
1	Consultation[PA/204/2014/8/8]	8/8/2014	View Message

- Click on the "**View Message**" link to view the message details:

Message Detail

Module Name ConsultationPA/204/2014/8/8

Meassage PA/204/2014/8/8Presubmission has been submit successfully

Received Date 8/8/2014

- Similar messages corresponding to different events for the application can be viewed in this module.



8. Inbox

Inbox displays task specific modules (e.g. Consultation, Formal Application).

8.1. Consultation

- Click on "**Consultation**" in the left menu under **Inbox** section.

The screenshot shows the BCA user interface. At the top, there is a header with the BCA logo and the text 'Building and Construction Authority' on the left, and the Singapore Government logo with the text 'Singapore Government Integrity • Service • Excellence' on the right. Below the header, there is a blue bar with 'Welcome Amit Mathur' and a 'Log Out' button. On the left, there is a vertical menu with 'Profile', 'Inbox', and 'Rating' sections. The 'Inbox' section is expanded, showing 'Consultation', 'Formal Application', and 'Correspondence'. The 'Consultation' option is highlighted. The main content area shows a breadcrumb 'Home > My Submission', a search bar, and a 'Create New Consultation' button. The search results show 'No Record Found'.

- Click "**Create new Consultation**" button to apply for a new consultation.

This is a zoomed-in view of the 'Create New Consultation' button, which is a blue button with white text. It is located next to a search bar and a status dropdown menu.



- To submit a new consultation, user are required to complete all the steps as displayed below:

The screenshot displays the user interface of the Advertisement Licensing System (ALS). At the top, the Building and Construction Authority (BCA) logo and name are visible on the left, and the Singapore Government logo with the tagline 'Integrity • Service • Excellence' is on the right. Below the logos, a navigation bar shows 'Welcome Amit Mathur' and a 'Log Out' button. A sidebar on the left contains links for 'Profile' (My Profile, Change Password, Messages), 'Inbox' (Consultation, Formal Application, Correspondence), 'Rating', and 'Rate e-Service'. The main content area shows a progress bar with five steps: 1. T & C, 2. Contact Person, 3. Applicant, 4. Location/Sign, and 5. Summary. Below the progress bar, a message states 'This Form Will Take Approximately 10 Minutes To Complete'. The main section is titled 'Welcome to Consultation Submission' and lists submission requirements: Submission Requirements, Signage Guidelines and Regulations, Check List, and Terms of use, each with a download icon. A checkbox is checked, indicating agreement to the terms and conditions. A 'Start' button is present. A note at the bottom states: '[Notes: You are required to comply with all prevailing laws and regulations. In addition, please ensure that the content of the advertisement is not in conflict with the Singapore Code of Advertising Practice that is administered by the Advertising Standards Authority of Singapore (ASAS).]'. The version number 'Version: 1.0' is displayed at the bottom right.

Steps for New Consultation Submission:

1. **T&C (Terms and Conditions).**
2. **Contact Person Information.**
3. **Applicant Information.**
4. **Location Signage Information.**
5. **Summary.**



Step 1 - Terms and Conditions

- Read the terms and check the checkbox to agree to the statement **“I understand and agree to the above privacy statement and terms and conditions”**.

The screenshot shows a web form titled "Step 1 - Terms and Conditions". At the top, there is a progress bar with five steps: 1 T & C (highlighted), 2 Contact Person, 3 Applicant, 4 Location/Sign, and 5 Summary. Below the progress bar, a message states "This Form Will Take Approximately 10 Minutes To Complete". The main content area is titled "Welcome to Consultation Submission" and contains a list of links with PDF icons: "Submission Requirements", "Signage Guidelines and Regulations", "Check List", and "Terms of use". Below these links is a checkbox labeled "I understand and agree to the above privacy statement and terms and conditions." and a blue "Start" button. At the bottom, there is a note: "[Notes: You are required to comply with all prevailing laws and regulations. In addition, please ensure that the content of the advertisement is not in conflict with the Singapore Code of Advertising Practice that is administered by the Advertising Standards Authority of Singapore (ASAS).]" and a version number "Version: 1.0".

1 T & C 2 Contact Person 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 10 Minutes To Complete

Welcome to Consultation Submission

Submission Requirements

Signage Guidelines and Regulations

Check List

Terms of use

☐ I understand and agree to the above privacy statement and terms and conditions.

Start

[Notes: You are required to comply with all prevailing laws and regulations. In addition, please ensure that the content of the advertisement is not in conflict with the Singapore Code of Advertising Practice that is administered by the Advertising Standards Authority of Singapore (ASAS).]

Version: 1.0

- To start submission process, click the **“Start”** button.



1 T & C 2 Contact Person 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 1 Minutes To Complete

Welcome to Consultation Submission

Do you want the consultation submission be converted to formal application once it has been allowed? Yes No

Are you applying for licence for signs at bus shelter/ taxi stand/ lamp post/ directional sign? Yes No

Save & Next Save & Exit Back

Version: 1.0

- The above screen shows two conditions.
 1. In first condition **“Do you want the consultation submission convert to formal application once it is approved?”**

By default **“Yes”** button is selected which signify that user consultation for the sign submissions will be converted to formal application.



Notes:

- **Consultation** will be automatically converted to **Formal Application** without user additional action if BCA has given positive consultation comments.

User may select **“No”** button if user wish to manually convert the consultation for the sign submission to [Formal Application](#) after the consultation process is completed and approved by BCA.



Notes:

- User who selects **“No”** option needs to manually convert from Consultation to Formal Application once user has submitted the complete drawings/ documents.



2. In second condition “**Are you applying licence for bus shelter / taxi stand / lamp post / directional sign?**”

By default “**No**” button is selected meaning not applying licence for bus shelter / taxi stand / lamp post/ directional sign.

User may select “**Yes**” button to apply for bus shelter / taxi stand / lamp post / directional sign as highlighted below:

1 T & C 2 Contact Person 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 1 Minutes To Complete

Welcome to Consultation Submission

Do you want the consultation submission be converted to formal application once it has been allowed? Yes No

Are you applying for licence for signs at bus shelter/ taxi stand/ lamp post/ directional sign? Yes No

Save & Next Save & Exit Back

Version: 1.0

- Click “**Save & Next**” and proceed for the next step - “**Contact Person**”.



Step 2 - Contact Person

- A form containing pre-filled contact person details will be displayed.
- Verify the details and update if required.

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Contact Info / Sitemap

Welcome Amit Mathur [Log Out](#)

Home > My Submission

1 T & C 2 **Contact Person** 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 3 Minutes To Complete

Particulars of Contact Person

Type/ID	UEN G09182390Z
Name	XYZ Pte. Ltd
Registered Address *	
Postal Code	799719
Blk/House No. *	22
Unit No.	
Street Name *	GERALD CRESCENT
Building Name	GERALD GARDENS
Contact Name *	Amit Mathur
Contact Phone No *	8180xxxx
Contact Email Address *	amit.m@xyz.com

[Save & Next](#) [Save & Exit](#) [Back](#)

Version: 1.0

- Click **"Save & Next"** button to proceed to the next step - **"Applicant Information"**.



Step 3 – Applicant Information

- Key in the applicant/licensee details.
- A pre-filled form is displayed; change the particulars details if required.
- After keying in all related details, recheck and confirm the declaration.

The screenshot shows the 'Applicant' step of the advertisement licensing process. The user is logged in as Amit Mathur. The form is titled 'Particular of Applicant' and contains the following fields and sections:

- Progress Bar:** 1 T & C, 2 Contact Person, 3 Applicant (current), 4 Location/Sign, 5 Summary.
- Message:** 'This Form Will Take Approximately 5 Minutes To Complete'
- Particular of Applicant:**
 - Are you applying for licence for XYZ Pte. Ltd [UEN G09182390Z] ?
Note: Authorisation letter is required for other entities. No ☐ Yes ☒
 - Type/ID *
UEN: G09182390Z
 - Company Name: XYZ Pte. Ltd
 - Registered Address *
 - Postal Code: 799719
 - Blk/House No. *: 22
 - Unit No.: [Empty]
 - Street Name *: GERALD CRESCENT
 - Building Name: GERALD GARDENS
 - If this is not licence to individual, please provide contact detail of the company:
 - Contact Name *: Amit Mathur
 - Contact Phone No *: 81801456xxxx
 - Contact Email Address *: amit.m@xyz.com
 - Is mailing address differed registered address? Yes ☐ No ☒
 - Declaration: ☒ I, Amit Mathur of XYZ Pte. Ltd [UEN G09182390Z] hereby confirm that XYZ Pte. Ltd [UEN G09182390Z] does not have any unpaid Notice of Composition of Offence for the advertisement sign(s)/signboard(s) specified under this application.
- Buttons:** Save & Next, Save & Exit, Back
- Version:** 1.0

- Click “Save & Next” button to save details and proceed to the next step - “Location/Signage”.



Step 4 - Location/Signage

There are 2 address types for new consultation:

1. **Standard**
2. **Other (MKTS)**



Notes:

- MKTS stands for Mukim / Town Subdivision.

Case1: User not applying licence for bus shelter / taxi stand / lamp post / directional sign



Notes:

- Refer [Step 1 – Term and Condition](#) (page 25) for applying licence for bus shelter / taxi stand / lamp post / directional sign

1. Select address type with “**Standard**” option to add sign location like following page:

1 T & C

2 Contact Person

3 Applicant

4 Location/Sign

5 Summary

This Form Will Take Approximately 8 Minutes To Complete

Sign Location

Please select Address Type

Standard ☒ Other(MKTS) ☐

Postal Code

799719

Blk/House No. *

22

Unit No.

-

Street Name *

GERALD CRESCENT

Building Name

GERALD GARDENS

Sign Details

Add Sign



Key in location details under “**Sign Location**”.

2. Or, select address type with “**Other (MKTS)**”, it will show the location details as per following screen shot:

1 T & C 2 Contact Person 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 8 Minutes To Complete

Sign Location

Please select Address Type Standard ☐ Other(MKTS) ☒

Street Name * ANCHORVALE LINK

Bus Shelter No./Lamp Post No./Others

Land: (Mukim/TS - Lot No.)
eg.: MK19-03057E, 01341A) -Select- ▼ -Select- ▼ Lot No.

Sign Details

Add Sign

- After keying in the location details, click “**Add Sign**” button.
- User is required to key in the sign details in the consultation submission.



- If user is applying for “**5 sqm Exemption**” for the proposed signboard(s), user has to check the checkbox as highlighted in the screen below:

Add Sign Detail

Event/Project Name :	<input type="text" value="Gaming"/>
Sign Type :*	<input type="text" value="Unilluminated Signboard"/>
Need 5 sqm Exemption:	<div><input checked="" type="checkbox"/> I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.</div>
Sign Duration:	Less Than 1 Year <input checked="" type="radio"/> 1 Year <input type="radio"/>
Start Date :*	<input type="text"/>
End Date :*	<input type="text"/>
Signage Dimensions :	
Length(m) Breadth(m)	<input type="text"/> <input type="text"/>
Area(m)	<input type="text"/>
Total No. Signs:*	<input type="text" value="1"/>



Notes:

- “**5 sqm Exemption**” is subjected to BCA approval.



- Choose the “**Sign Duration**” option:
 - a) **Less Than 1 Year:** Check this option if user wishes to apply licence for less than one year duration.

Add Sign Detail

Event/Project Name :	Gaming
Sign Type :*	Unilluminated Signboard ▼
Need 5 sqm Exemption:	<input checked="" type="checkbox"/> I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.
Sign Duration:	Less Than 1 Year <input type="radio"/> 1 Year <input checked="" type="radio"/>
Start Date :*	13/11/2014
End Date :*	31/10/2015
Auto Renewal:	<input checked="" type="checkbox"/> Click Here to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month . Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.
Signage Dimensions :	
Length(m) Breadth(m)	<input type="text"/> <input type="text"/>
Area(m)	<input type="text"/>

- b) **1 Year:** Check this option if user wishes to apply the licence for one year period. This option comes with an “**Auto Renewal**” function that allows user to renew their licence via GIRO.

Download the GIRO form from “**Click Here**” link provided and submit the original GIRO form to BCA after filling in the details.



When user check the “**Auto Renewal**” option, the “**End Date**” will automatically adjust based on “**Start Date**” as shown in the below:

Add Sign Detail

Event/Project Name :	Gaming
Sign Type :*	Unilluminated Signboard ▼
Need 5 sqm Exemption:	<input checked="" type="checkbox"/> I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.
Sign Duration:	Less Than 1 Year <input type="radio"/> 1 Year <input checked="" type="radio"/>
Start Date :*	13/11/2014
End Date :*	31/10/2015
Auto Renewal:	<input checked="" type="checkbox"/> Click Here to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month . Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.
Signage Dimensions :	
Length(m) Breadth(m)	<input type="text"/> <input type="text"/>
Area(m)	<input type="text"/>



- User is required to attach proposed sign drawings/ documents in the “Attachments” with the “**Browse**” button.

The screenshot displays a web-based form for the Advertisement Licensing System (ALS). The form is divided into several sections:

- Auto Renewal:** A checkbox labeled "Click Here" is checked. Below it, text states: "Submit the form to BCA at bca_enquiry@bca.gov.sg within 1 month" and "Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed."
- Signage Dimensions :**
 - Length(m)|Breadth(m):** Two input fields, both containing the value "4".
 - Area(m):** An input field containing the value "16.00".
 - Total No. Signs:*** An input field containing the value "1".
 - No of Side for each Sign:*** An input field containing the value "1".
- Attachments:** Two file upload entries are shown. The first is "[2014_08_08]_[1658]_Tulips_UlK6A.jpg" and the second is "[2014_08_08]_[1658]_Penguins_yboJ2.jpg". Each entry has a trash icon to its right. Below these entries is a blue "Browse" button.
- Save:** A blue "Save" button is located at the bottom left of the form.
- Version:** The text "Version:1.0" is displayed at the bottom right of the form.

- After all the mandatory details are keyed in click “**Save**” button.



- The sign added will be shown in the tabular format as highlighted in the following (e.g. two signs have been added for consultation):

Building and Construction Authority

We shape a safe, high quality, sustainable and friendly built environment.

Singapore Government
Integrity • Service • Excellence
Contact Info / Sitemap

Welcome Amit MathurLog Out

Profile

My Profile
Change Password
Messages

Inbox

Consultation
Formal Application
Correspondence

Rating

Rate e-Service

Home > My Submission

1 T & C > 2 Contact Person > 3 Applicant > 4 Location/Sign > 5 Summary

This Form Will Take Approximately 8 Minutes To Complete

Sign Location

Please select Address TypeStandard ☒ Other(MKTS) ☐

Postal Code799719

Blk/House No. *22

Unit No. -

Street Name *GERALD CRESCENT

Building NameGERALD GARDENS

Sign Details

Add Sign

S/No	Event/Project	Sign	Total Area	5 SQM Request	AutoRenewal	
1	Project 01	Unilluminated Signboard	6.72	Yes	Yes	Delete
2	Project 02	Unilluminated Signboard	6.72	No	Yes	Delete

Page 1 of 1

\$ 270

Note: The 5sqm exemption in the case of Signboard(s) is applicable upon officer's approval.

Save & NextSave & ExitBack

Version:1.0



Notes:

- Aggregate areas for signboards:** (For Un-illuminated / Illuminated Signboard), it will have the same “**Start Date**” and “**End Date**”.
- The area is calculated by aggregating the areas of all the signs having same sign type as signboard.



- For such signs (regardless of the number of signboards) there will only be one single formal application and subsequently a single licence will be generated for licensee.

Case 2: When applying licence for bus shelter / taxi stand / lamp post / directional sign



Notes:

- Refer [Step 1 – Term and Condition](#) (page 25) for applying licence for bus shelter / taxi stand / lamp post / directional sign
- For bus shelter / taxi stand / lamp post / directional sign, multiple Locations can be added for a single sign.
- Key-in the required sign details as shown below:



1 T & C

2 Contact Person

3 Applicant

4 Location/Sign

5 Summary

This Form Will Take Approximately 8 Minutes To Complete

Sign Details

Event/Project Name :	Project 01
Sign Type :*	Unilluminated Signboard ▼
Need 5 sqm Exemption:	<input checked="" type="checkbox"/> I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.
Sign Duration:	Less Than 1 Year <input type="radio"/> 1 Year <input checked="" type="radio"/>
Start Date :*	14/11/2014
End Date :*	31/10/2015
Auto Renewal:	<input checked="" type="checkbox"/> Click Here to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month . Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.
Sign Dimensions :	
Length(m) Breadth(m)	2 3
Area(m)	6.00
Total No. Signs:*	1
No of Side for each Sign:*	1
Attachments	Browse
Estimate cost	\$ 270 Note: The 5sqm exemption in the case of Signboard(s) is applicable upon officer's approval.

Compute Fees

- After providing sign details click “**Add Location**” button to add the location details.



- Select “**Standard**” address type and key-in location details as shown below:

Please select Address Type		Standard <input checked="" type="radio"/> Other(MKTS) <input type="radio"/>
Postal Code	<input type="text" value="799719"/>	
Blk/House No. *	<input type="text" value="22"/>	
Unit No.	<input type="text"/> - <input type="text"/>	
Street Name *	<input type="text" value="GERALD CRESCENT"/>	
Building Name	<input type="text" value="GERALD GARDENS"/>	

- Select “**Other**” address type and key-in the location details as shown below:

Please select Address Type		Standard <input type="radio"/> Other(MKTS) <input checked="" type="radio"/>
Street Name *	<input type="text" value="ANCHORVALE LINK"/>	
Bus Shelter No./Lamp Post No./Others	<input type="text"/>	
Land: (Mukim/TS - Lot No.) eg.: MK19-03057E, 01341A)	<input type="text" value="-Select-"/> ▼	<input type="text" value="-Select-"/> ▼ <input type="text" value="Lot No."/>

- After keying-in the location information click “**Save**” button.



- Sign location is successfully saved then it will be shown in the tabular format as highlighted in the following:

1 T & C2 Contact Person3 Applicant4 Location/Sign5 Summary

This Form Will Take Approximately 8 Minutes To Complete

Sign Details

Event/Project Name :

Project 01

Sign Type :*

Unilluminated Signboard

Need 5 sqm Exemption:

☒ I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.

Sign Duration:

Less Than 1 Year ☐ 1 Year ☒

Start Date :*

14/11/2014

End Date :*

31/10/2015

Auto Renewal:

☒ [Click Here](#) to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month.
Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.

Sign Dimensions :

Length(m)|Breadth(m)

23

Area(m)

6.00

Total No. Signs:*

1

No of Side for each Sign:*

1

Attachments

[Browse](#)

Estimate cost

☐ \$ 49
Note: The 5sqm exemption in the case of Signboard(s) is applicable upon officer's approval.

Compute Fees

Sign Details

Add Location

S/No	Street Name	Action
1	<u>22 GERALD CRESCENT GERALD GARDENS 799719</u>	Delete

Page 1 of 1

Save & Next

Save & Exit

Back

38



- Once the signs are added, click button **“Save & Next”**.
- User is able to save the consultation application in draft mode by clicking **“Save & Exit”** button.
- User clicks on **“Save & Next”** button it will proceed to the application summary page which is the last step of the consultation submission.



Step 5 - Summary

- Summary page consists of consultation details, applicant details, sign location and sign details.

1	T & C	2	Contact Person	3	Applicant	4	Location/Sign	5	Summary
---	-------	---	----------------	---	-----------	---	---------------	---	---------

Consultation Details			
Application Type:	Consultation	Application Status:	Draft
Consultation No:		Submission Date:	14/11/2014
Auto Convert to Formal:	Yes	Applying for Bus/Taxi Stand/Lamp Stand	Yes
Estimated Cost:	49		

Applicant Details			
Type/ID:	UEN/G09182390Z	Name	XYZ Pte. Ltd
Registered Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719	Mailing Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719
Contact No:	81801456xxxx	Email Address	amit.m@xyz.com

[Download Authority Letter](#)

Sign Details			
Sign Submission No:	ARN/1/2013/12/5		
Sign Type:	Signboard	Licence Type	Temporary
Commencement Date:	5/12/2013	End Date	4/12/2014
Area	200	Total Sides	2
Total Signs	2	Request for 5 sqm exemption	Yes
Auto Renewal	Yes	Signage Drawing	View

Location Details	
No	Location Address
1	22 GERALD CRESCENT GERALD GARDENS 799719

Licensee undertake to be responsible for any incident or damages that may arise from the display(s) / hoarding or any part thereof.

XYZ Pte. Ltd
(Name)

14/11/2014
(Date)

SubmitSave as DraftBack

Version: 1.0

- To make any changes click "**Back**" button and key the required changes.



- After checking the details click on "**Submit**" button to display the following message.

The screenshot shows a web application interface with a table titled "Sign Detail". The table has columns for "No", "Sub No", "Area/Sides/...", and "Date". A confirmation dialog box is overlaid on the table, asking "Are you sure you want to submit the consultation? No changes will be allowed once submitted." The dialog has "OK" and "CANCEL" buttons. Below the table, there are input fields for "Amerson (Name)" and "11/07/14 (Date)". At the bottom of the form, there are "Submit" and "Back" buttons.

- Click "**OK**" button to complete submission.



Notes:

- No changes will be allowed once "**OK**" button is clicked.
- On successful submission, a message will be displayed like as shown below:

The screenshot shows the same web application interface as before, but with a success message displayed in a dialog box: "Thank you for your submission! An acknowledgement has been sent to your E-mail." The dialog has an "OK" button. The "Submit" and "Back" buttons are still visible at the bottom of the form.

- Click "**OK**" button to complete consultation submission.



- The application status will show as “Submitted”.

Print			
Consultation Details			
Application Type:	Consultation	Application Status:	Submitted
Consultation No:	PA/116/2014/11/14	Submission Date:	14/11/2014
Auto Convert to Formal:	Yes	Applying for Bus/Taxi Stand/Lamp Stand	Yes
Estimated Cost:	49		
Applicant Details			
Type/ID:	UEN/G09182390Z	Name	XYZ Pte. Ltd
Registered Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719	Mailing Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719
Contact No:	81801458xxxx	Email Address	amit.m@xyz.com
Download Authority Letter			
Sign Details			
Sign Submission No:	ARN/1/2013/12/5		
Sign Type:	Signboard	Licence Type	Temporary
Commencement Date:	5/12/2013	End Date	4/12/2014
Area	200	Total Sides	2
Total Signs	2	Request for 5 sqm exemption	Yes
Auto Renewal	Yes	Signage Drawing	View
Location Details			
No	Location Address		
1	22 GERALD CRESCENT GERALD GARDENS 799719		
Licensee undertake to be responsible for any incident or damages that may arise from the display(s) / hoarding or any part thereof.			
XYZ Pte. Ltd (Name)			
14/11/2014 (Date)			

- Consultation records will be displayed in the tabular format of consultation module as shown below:



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Singapore Government

Integrity • Service • Excellence

Contact Info / Sitemap

Welcome Amit MathurLog Out

Profile

My Profile

Change Password

Messages

Inbox

Consultation

Formal Application

Correspondence

Rating

Rate e-Service

Home > My Submission

Search

Status ▾All ▾

Create New Consultation

S/No	Consultation No	Sign Location	Sub Date	Status	Action
1	PA/116/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	

⏪ ◀ Page 1 of 1 ▶ ⏩

Your Total Submission(s): 1



- An email regarding with consultation submission will be sent to the user email address provided in the contact person details.



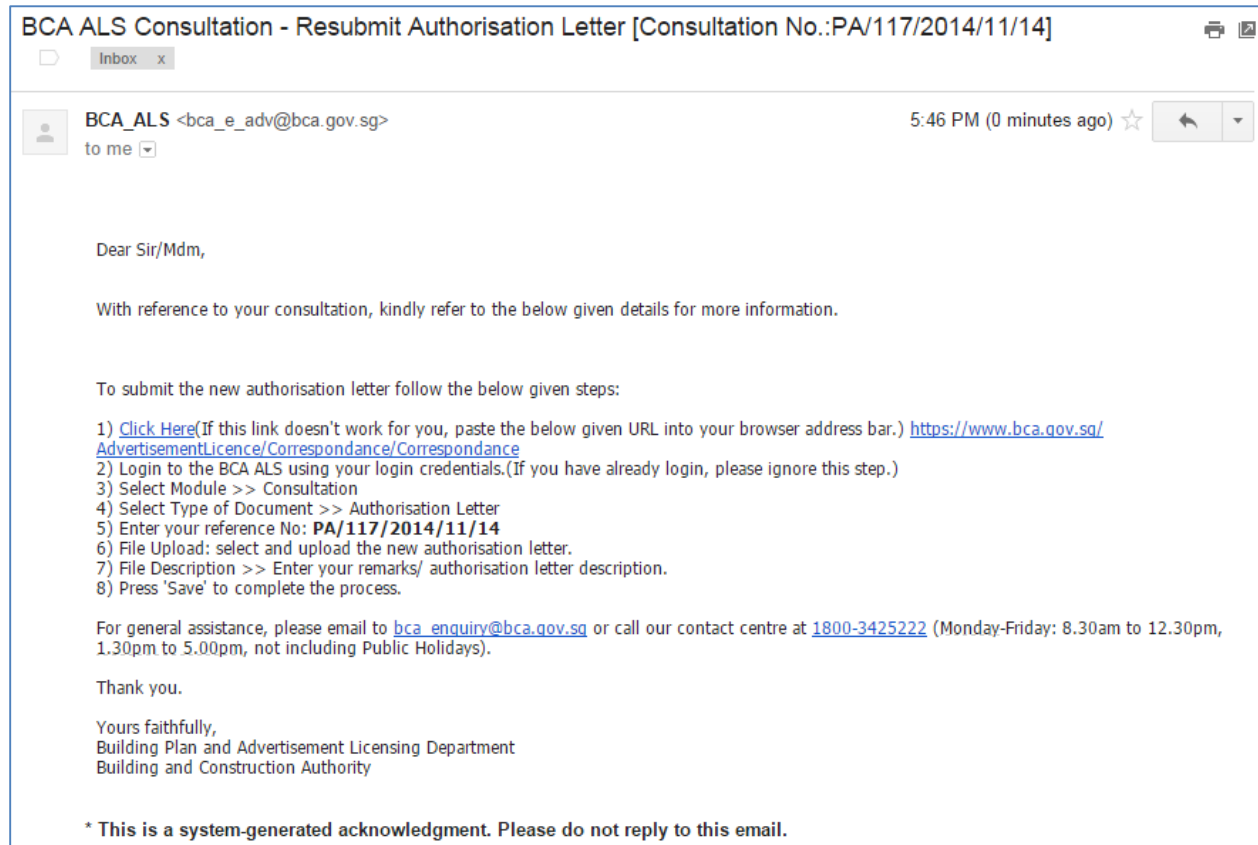
Notes:

- Email will send to user email address registered under “[7.1 My Profile](#)” (Page 18).

Contact Person Name *	Taufik Batisah
Designation	Painter
Contact Email Address *	[REDACTED]a@gmail.com
Contact Phone No *	65 [REDACTED]



- User may be asked to re-submit the authorisation letter on officer's decision, user will be informed by an ALS email to re-submit the authorisation letter:



- Follow the steps as provided in the email to re-submit the authorisation letter.
- Use [Correspondence](#) function for re-submission of authorisation letter.
- BCA will notify user via email to re-submit the signage drawings corresponding to the signs in the mentioned user application:



BCA ALS Required Documents - [Consultation No.: PA/117/2014/11/14] Inbox x

BCA_ALS <bca_e_adv@bca.gov.sg>
to me

5:52 PM (0 minutes ago)

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/117/2014/11/14**.

Below is the summary of the consultation:

Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sqm)	Fees	Required Permit	Status
SSN/155/14/11/2014	Illuminated Signboard	14/11/2014 To 15/11/2014	4.00/1 /1	4	20	No	Additional Document Required

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below steps to access your application.

- 1) [Click Here](#) (If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/Correspondance/Correspondance>
- 2) Login to the BCA ALS using your login credentials. (If you have already login, please ignore this step.)
- 3) Under 'Module' select >> "Consultation"
- 4) Under 'Type of Document' select >> "Sign Attachment"
- 5) Enter the above reference no.(s) respectively as stated under the Officer's Remarks e.g. SSN/XXX/XX/X/XXXX
- 6) Upload your drawings/ documents by clicking the 'Browse' button.
- 7) Enter uploaded file description into 'File Description' text control.
- 8) After completing all your steps click 'Save' to submit your documents.

You are required to submit the necessary documents within 7 days from the date of this email.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- Follow all the steps as provided in the email to re-submit the sign drawings.
- Use [Correspondence](#) function to submit the sign drawing.
- User will be notified on the application status via email during the consultation process.



BCA ALS Status Of Consultation [Consultation No.: PA/117/2014/11/14] Inbox x

BCA_ALS <bca_e_adv@bca.gov.sg> 5:56 PM (0 minutes ago) ☆

to me ▾

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/117/2014/11/14**.

Below is the summary of the consultation:

Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sqm)	Fees	Required Permit	Status
SSN/155/14/11/2014	Illuminated Signboard	14/11/2014 To 15/11/2014	4.00/1 /1	0	0	No	Fee Not Required

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- The various status for “Consultation Submission” applications are:
 - a) **Fee not required:** This status signifies that licence fee is not required for the proposed sign.
 - b) **In-Principle No objection:** BCA have in-principle no objection to the proposed sign.
 - c) **Disallowed:** This signifies that the proposed sign has been disapproved by BCA.
 - d) **Licence not required:** This status show that licence is not required for the sign.
 - e) **Forwarded to URA:** This status signifies that the proposed sign has been referred to URA.
 - f) **Additional Document required:** This means that user needs to resubmit the drawings or documents for the proposed sign.
 - g) **Pending Evaluation:** This show that there is no action required from user and sign is under evaluation.
 - h) **Withdrawn:** This means that the proposed sign submission has been withdrawn (e.g. upon user’s request).
- After verification from BCA, a final email notification is sent to user which shows the status of the individual signs and the steps to follow so as to proceed further.

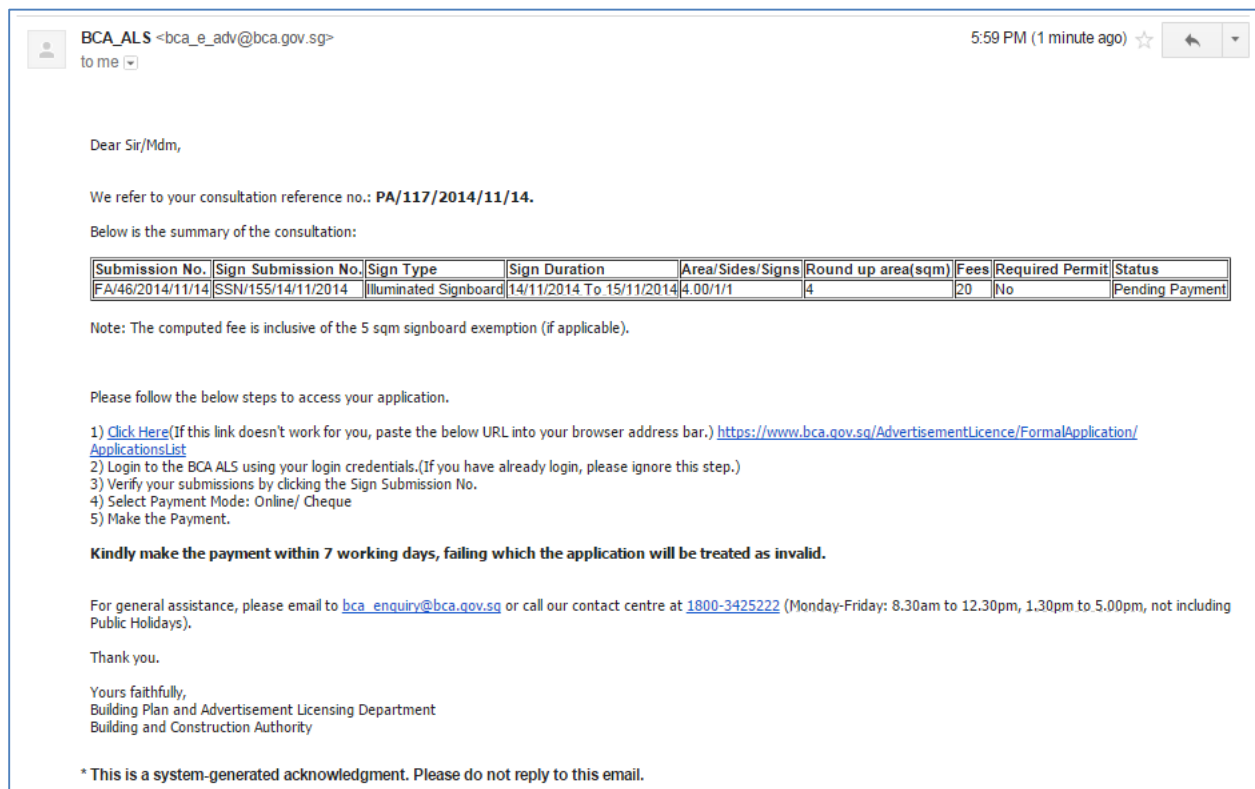


- The email notification is based on user selection of the option “**Auto-conversion to Formal Application**”.



Notes:

- Refer [Step 1 – Term and Condition](#) (page 23, 24) for applying licence for “**Do you want the consultation submission convert to formal application once it is approved?**”
- If user selects the option “**Auto-conversion to Formal Application**”, user will receive an email notification as shown below:



Notes:

- Refer [Step 1 – Term and Condition](#) (page 23, 24) for applying licence for “**Do you want the consultation submission convert to formal application once it is approved?**”
 - Different [Formal Application](#) is assigned corresponding to each sign type except signboards (**Aggregate areas for signboards**).
- Only one formal application is created for the signboards.
 - The above email notification shows the steps to make payment as one of the signs status is “Pending Payment”.
 - It also shows the steps to make permit submission as one of the signs require permit submission to BCA.



- The steps require in the email notification varies depending on the status of the sign as shown in the above.
 - Example, if the sign submission is exempted from fee, it will be automatically converted to Formal Application as user selects the option “**Auto-conversion to Formal Application**”.
2. If user did not select “**Auto-conversion to Formal Application**”, user will receive an email notification on the steps to convert the consultation submissions to formal applications after BCA grant the in-principle no objection for the consultation processes as shown below:

BCA ALS Status Of Consultation [Consultation No.: PA/119/2014/11/14] Inbox x

BCA_ALS <bca_e_adv@bca.gov.sg>
to me

7:13 PM (1 minute ago)

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/119/2014/11/14**.

Below is the summary of the consultation:

Submission No.	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sq.m)	Fees	Required Permit	Status
FA/47/2014/11/14	SSN/157/14/11/2014	Unilluminated Signboard	14/11/2014 To 31/10/2015	10.00/1/1	10	49	Yes	Pending Permit
FA/48/2014/11/14	SSN/158/14/11/2014	Advertisement Banner	14/11/2014 To 31/10/2015	5.25/1 /1	6	135	No	Pending Payment

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below steps to access your application.

- 1) [Click Here](https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
- 2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
- 3) Verify your submissions by clicking the Sign Submission No.
- 4) Select Payment Mode: Online/ Cheque
- 5) Make the Payment.

Kindly make the payment within 7 working days, failing which the application will be treated as invalid.

For Submission of permit, please follow the below steps.

- 1) [Click Here](https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
- 2) Login to the BCA ALS using your login credentials. (If you have already login, please ignore this step.)
- 3) Click the Submission No. corresponding to the action 'Pending Permit'
- 4) Under 'Submission Detail' click 'Add Permit'. The 'Add Permit Detail' window will be displayed.
- 5) Enter your permit details and attach the permit certification in the application.
- 6) Click 'Save' to submit.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).



Notes:

- Refer [Step 1 – Term and Condition](#) (page 23, 24) for applying licence for “**Do you want the consultation submission convert to formal application once it is approved?**”
- The above email notification contains steps to convert [Consultation](#) to [Formal Application](#) base on the application status.



- Follow the steps mentioned in the email to convert **Consultation** to **Formal Application**.
- Navigate to consultation function which has a “**Convert To Formal**” link under “**Action**” column as highlighted below:

Building and Construction Authority

Singapore Government
Integrity • Service • Excellence

Contact Info / Sitemap

Welcome Amit Mathur Log Out

Home > My Submission

Search

Status All

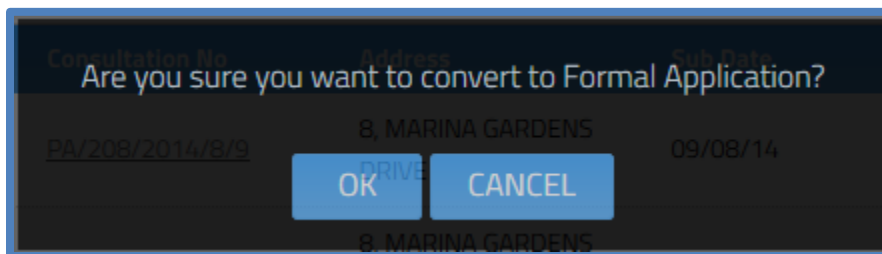
Create New Consultation

S/No	Consultation No	Sign Location	Sub Date	Status	Action
1	PA/118/2014/11/14	22, GERALD CRESCENT	14/11/2014	Closed	Convert To Formal
2	PA/117/2014/11/14	22, GERALD CRESCENT	14/11/2014	Closed	
3	PA/116/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	

Page 1 of 1

Your Total Submission(s): 3



- Click the link and the following pop-up message is displayed:






- Click “OK” button to proceed.



- The below email notification is received for converting **Consultation Submission** to **Formal Application**:

 **BCA_ALS** <bca_e_adv@bca.gov.sg>
to me 

5:59 PM (1 minute ago)   

- Consultation process ends and user may proceed to make **“Formal Application”**.



8.2. Formal Application

- Click on "**Formal Application**" under "Inbox" section.

The screenshot displays the 'Formal Application' page. The sidebar on the left includes links for Profile, My Profile, Change Password, Messages, Inbox, Consultation, Formal Application (highlighted), Correspondence, Rating, and Rate e-Service. The main content area shows a breadcrumb trail 'Home > Formal Application', a search bar with dropdowns for Status and All, and a search icon. Below this is a table with columns: S/No, Submission No, Sign Location, Sub Date, Status, and Sub-Status. The table contains one row with S/No 1, Submission No FA/46/2014/11/14, Sign Location 22, GERALD CRESCENT, Sub Date 14/11/2014, Status Submitted, and Sub-Status Pending Fee. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Your Total Submission(s): 1'.

S/No	Submission No	Sign Location	Sub Date	Status	Sub-Status
1	FA/46/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Fee

- Formal Application will show tabular format which displays user consultation submissions that are converted to Formal Application.
 - Two dropdown lists are provided to set search criteria with the following three options:
 - Submission No.
 - Location
 - Status (Submitted/Processing/Closed)
- User may be required to :
 - Submit the permit.
 - Make payment.
 - Submit permit information and then make payment.
- Sub-Status column in the formal application grid contains the current status of the application.
- e.g. record S/No. 3 status is "**Pending Permit**", user is required to click "**Submission No**" link to view the Formal Application details.



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Singapore Government

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Contact Info / Sitemap

Welcome Taufik Batisah

Sign Out

Profile

My Profile

Change Password

Messages

Inbox

Consultation

Formal Application

Correspondence

Rating

Rate e-Service

Home > Formal Application > Summary

Applicant Detail

Type/ID:	S8146286285	Name	Taufik Batisah
Registered Address:	61,MARINA COASTAL DRIVE,13-6253,MARINA BAY CRUISE CENTRE SINGAPORE,018947	Mailing Address:	61,MARINA COASTAL DRIVE,13-6253,MARINA BAY CRUISE CENTRE SINGAPORE,018947
Contact No:	645452525	Email Address	arora@vismaad.com

Submission Detail

Signage Detail

Pre-Submission No:	PA/205/2014/8/8		
Submission Type:	Formal Submission	Submission No:	FA/251/2014/8/8
Submission Date:	08/08/14		

Sign Submission No	Type	Sign Duration	Area/Sides/Signs	Signage Drawing
ARN/317/2014/8/8	Advertisement Banner	08/08/2014 To 07/08/2015	20.00/1/1	

Add Permit

Location Detail

Address

8 MARINA GARDENS DRIVE 12-3412,MARINA BARRAGE 018951

Back

- To upload the permit, click “**Add Permit**” button, it will display a pop-up screen prompting for the permit details as shown in the following.



- Provide the permit details, upload the permit document and click “**Save**” button.

Add Permit Detail

File Ref-No*

PE Number*

Permit Number*

Start Date*

End Date*

Certificate Attachment*



- User may be informed to re-submit the permit as shown in the email notification below if it is not in order.

BCA ALS Resubmit Permit [Submission No:FA/47/2014/11/14] Inbox x

BCA_ALS <bca_e_adv@bca.gov.sg>
to me

7:18 PM (0 minutes ago) ☆

Dear Sir/Mdm,

We refer to your Submission No.: **FA/47/2014/11/14**.

Below is the summary of the application:

Submission No	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Roundup area(sqm)	Fees	Status
FA/47/2014/11/14	ARN/61/2014/11/14	Unilluminated Signboard	14/11/2014 To 31/10/2015	10/1/1	10	49	Pending Permit

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

For Submission of permit, please follow the below steps.
1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) https://www.bca.gov.sg/AdvertisementLicence/ALS_InternetPortal/FormalApplication/ApplicationsList
2) Login to the BCA ALS using your login credentials. (If you have already login, please ignore this step.)
3) Click the Submission No. corresponding to the action 'Pending Permit'
4) Under 'Submission Detail' click 'Add Permit'. The 'Add Permit Detail' window will be displayed.
5) Enter your permit details and attach the permit certification in the application.
6) Click 'Save' to submit.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgement. Please do not reply to this email.



- If the verification of the permit is successful, user will received the following email notification:

BCA ALS Pending Payment [Submission No:FA/47/2014/11/14] Inbox x

BCA_ALS <bca_e_adv@bca.gov.sg>
to me

7:20 PM (0 minutes ago)

Dear Sir/Mdm,

We refer to your Submission No.: **FA/47/2014/11/14**.

Below is the summary of the application:

Submission No	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Roundup area(sq.m)	Fees	Status
FA/47/2014/11/14	ARN/61/2014/11/14	Unilluminated Signboard	14/11/2014 To 31/10/2015	10/1/1	10	49	Pending Payment

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below given steps to access your application.

- 1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
- 2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
- 3) Verify your submissions by clicking the Sign Submission No.
- 4) Select Payment Mode: Online/ Cheque.
- 5) Make the Payment.

Kindly make the payment within 7 working Days, failing which the application will be treated as invalid.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

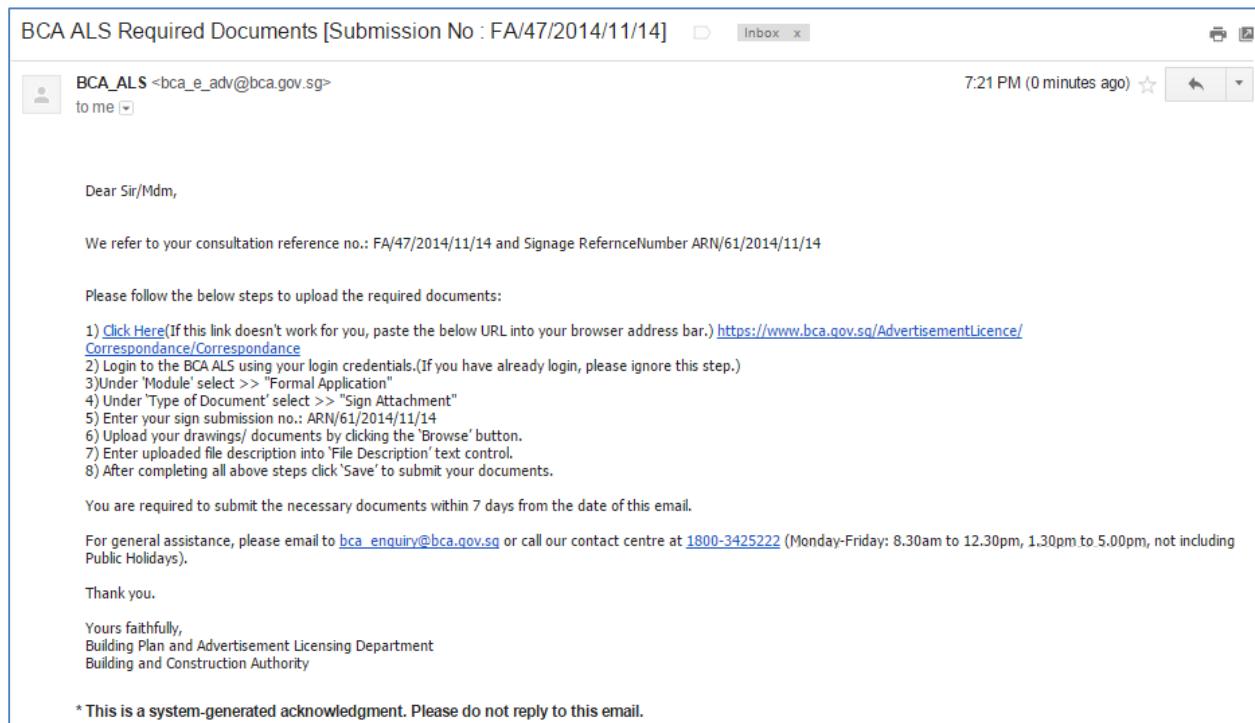
Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgement. Please do not reply to this email.

- User is to follow the steps in the email notification to make payment before licence can be granted.




- The process may require user to re-submit sign attachments, user will be informed via an email:




- This email contains all the necessary steps to be followed to upload sign attachments, use [correspondence](#) function to upload all related attachments.



- The applications with the Sub-Status “**Pending Fee**” require payment as shown in the tabular format below:

**Building and Construction Authority**
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**Singapore Government**
Integrity • Service • Excellence
[Contact Info](#) / [Sitemap](#)

Welcome Amit Mathur[Log Out](#)

Profile

[My Profile](#)
[Change Password](#)
[Messages](#)

Inbox

[Consultation](#)
[Formal Application](#)
[Correspondence](#)

Rating

[Rate e-Service](#)

Home > Formal Application

Search
Status All

S/No	Submission No	Sign Location	Sub Date	Status	Sub-Status
1	FA/48/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Fee
2	FA/47/2014/11/14	22, GERALD CRESCENT	14/11/2014	Processing	Required Documents
3	FA/46/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Fee

[Page 1 of 1](#) [Your Total Submission\(s\): 3](#)

- Click “**Submission No**” to make the payment for the sign application.



- The following screen shot show the application details and payment methods:

[Print](#)

Applicant Details

Type/ID:	UEN/G09182390Z	Name	XYZ Pte. Ltd
Registered Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719	Mailing Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719
Contact No:	81801456	Email Address	amit.m@nova-hub.com

Submission Details

Sign Details

Pre-Submission No:	PA/119/2014/11/14		
Submission Type:	Formal Submission	Submission No:	FA/48/2014/11/14
Submission Date:	14/11/2014		

Sign Submission No	Type	Sign Duration	Area/Sides/ Signs	5 sqm Exemption	Renewal	Signage Drawing
ARN/62/2014/11/14	Advertisement Banner	14/11/2014 To 31/10/2015	5.25/1/1	No	Yes	

Location Details

Address

22 GERALD CRESCENT -,GERALD GARDENS 799719

Payment Details

Mode	Status	Payment Date	Amount	Receipt/Cheque No	Bank Name	Download Receipt
------	--------	--------------	--------	-------------------	-----------	------------------

Payment Method

☐ Cheque ☒ Online

[Pay To Proceed](#)

[Back](#)



- There are two payment methods as shown below:
 - a) Cheque
 - b) Online

Payment Method

☐ Cheque ☒ Online

Pay To Proceed

Back

Online Payment:

- If online payment is selected, click "**Pay to proceed**" as shown in the above screen shot.

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Payment Method

Payment step 1 of 2

Application Number : FA/196/2014/7/11

Amount Payable (S\$): 2167.00

Submit Cancel

If you encounter any problems with this service, please [click here](#) for our contact information.

Please do not use Back or Forward buttons on your browser or double-click a hyperlink, as this may end your transaction.




Notes:


- Please do not use “Back” or “Forward” buttons on browser or double-click a hyperlink, as this may cause transaction error.



- Check and verify the details displayed (e.g. Application Number and Amount Payable), then click the "**Submit**" button as shown in the above screen shot.
- User will be directed to the following page for the selection of the payment mode via Visa or e-Nets:



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IF YOU ARE USING A POP-UP BLOCKER, please add "<https://www.psi.gov.sg>" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.

 You are now on a secure site.

Total Amount Payable: S\$2167.00

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input type="radio"/> 	For VISA/MasterCard Credit and Debit cards
<input type="radio"/> 	For customers with Internet Banking account from DBS/POSB, Citibank, OCBC / Plus! or UOB

<< Cancel PaymentProceed >>

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com" (for DBS/POSB Account holders), "www.citibank.com.sg" (for Citibank Account holders), "www.ocbc.com" (for OCBC Account Holders) and "www.plus.com.sg" (for Plus! Account Holders), "uniservices1.uobgroup.com" (for UOB Account holders) to your list of allowed sites in the pop-up blocker settings as well.

- Select Payment Mode and click "**Proceed >>**" button to make payment.



Payment by Cheque:

- For payment method by Cheque, user is required to key in the cheque details as shown below.
- Key in the following details and upload a copy of the scan Cheque slip using “Browse” button.

Payment Method

☒ Cheque ☐ Online

Cheque No:*

Amount (\$)

236

Bank Name:*

-

Cheque Date:*

Upload Cheque Slip:*

Browse

Pay To Proceed

Back



Notes: Please write your name, contact number and FA reference number (FA/xxxx/xxxx/xx/x) on the reverse side of your cheque and mail it to BCA.



Payment Method

☒ Cheque ☐ Online

Cheque No:*

435

Amount (\$)

236

Bank Name:*

FAR EASTERN BANK LTD

Cheque Date:*

06/08/2014

Upload Cheque Slip:*

[2014_08_07]_[1742]_Hydrangeas_TunpLj

Delete

Pay To Proceed

Back

- To continue with the payment process, click "**Pay To Proceed**" button.
- Upon completion of the payment process, related payment details and payment status are as shown below:

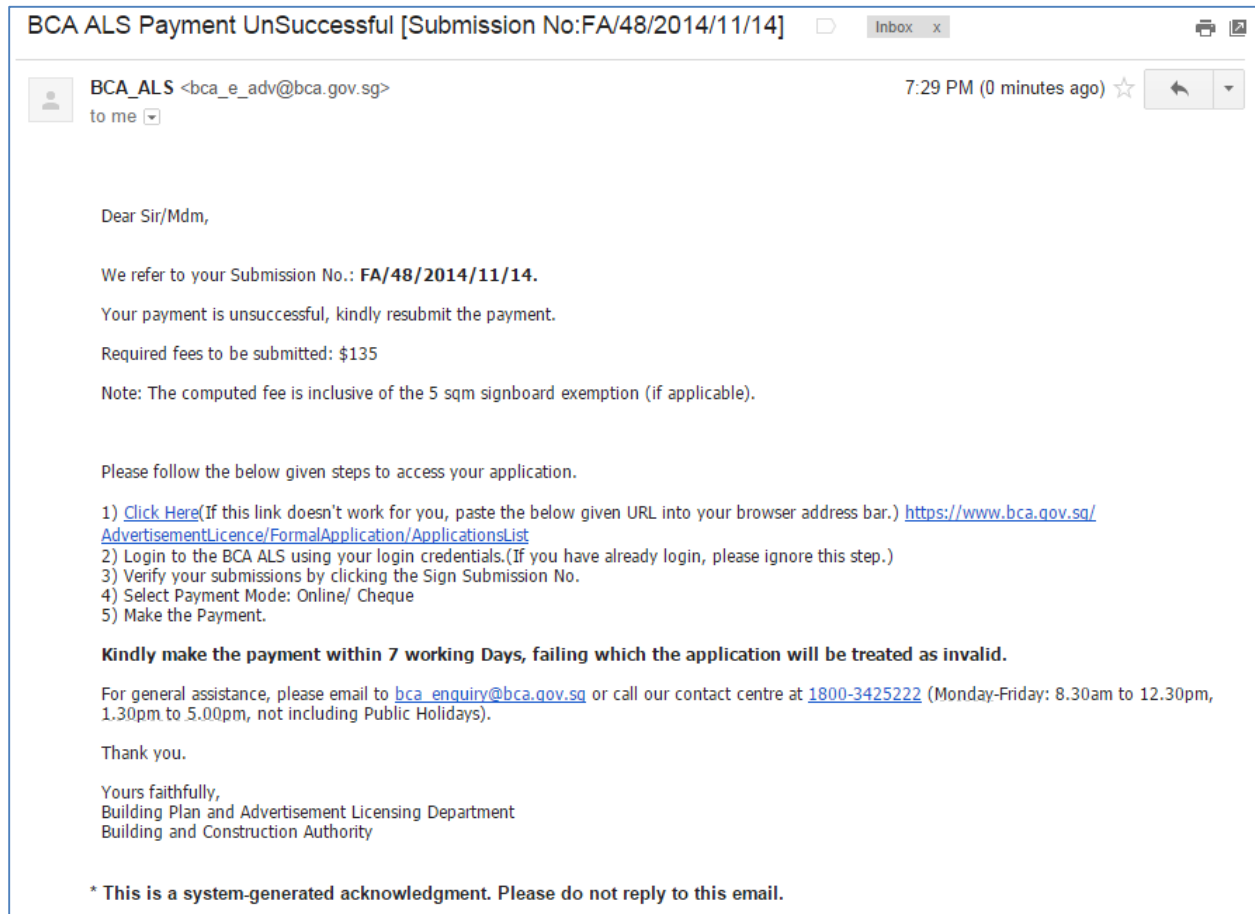
Payment Detail			
Payment Mode:	Cheque	Payment Status:	Pending Verification
Cheque Date:	01/07/14	Payment Amount	2167
Cheque No:	50015510479	Cheque Bank:	Allied Irish Banks PLC
Download Receipt	Slip Download		

Back

- In the above screen shot, payment status under "**Pending Verification**" signifies payment pending verification by BCA and user will be informed of the payment status via email notification.



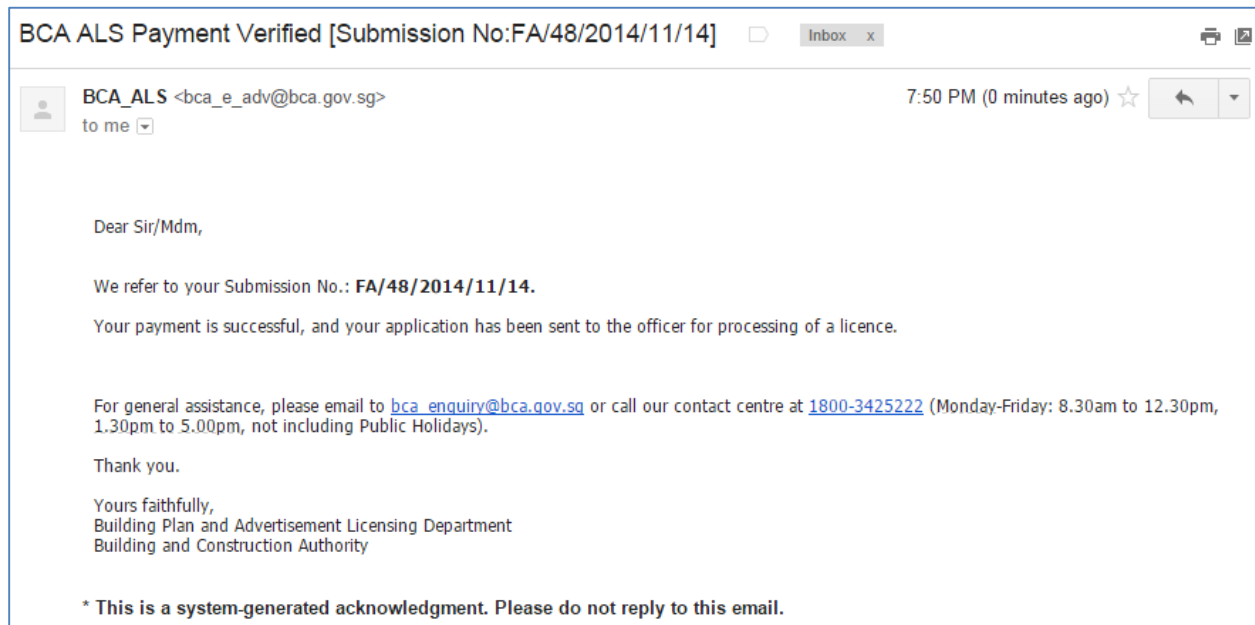
Upon verification by BCA, if the payment is found to be unclear or unsuccessful, an email notification will be received by user as shown below:



- User is required to make the payment again.



If payment is verified successfully, user will receive the following email notification:



- The screen shot of the “**Payment Status**” will be shown as “**Verified**”.

Payment Details						
Mode	Status	Payment Date	Amount	Receipt/Cheque No	Bank Name	Download Receipt
Cheque	Verified	14/11/2014	135	TEST DATA	ANZ Banking Group Ltd.	Slip Download

- Submission records in the tabular format below showed the Sub-Status as “**Pending Licence**” which signifies that licence is pending BCA approval.



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Welcome Amit Mathur [Log Out](#)

Profile

My Profile

Change Password

Messages

Inbox

Consultation

Formal Application

Correspondence

Rating

Rate e-Service

Home > Formal Application

Search

Status All

S/No	Submission No	Sign Location	Sub Date	Status	Sub-Status
1	FA/48/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Licence
2	FA/47/2014/11/14	22, GERALD CRESCENT	14/11/2014	Processing	Required Documents
3	FA/46/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Fee

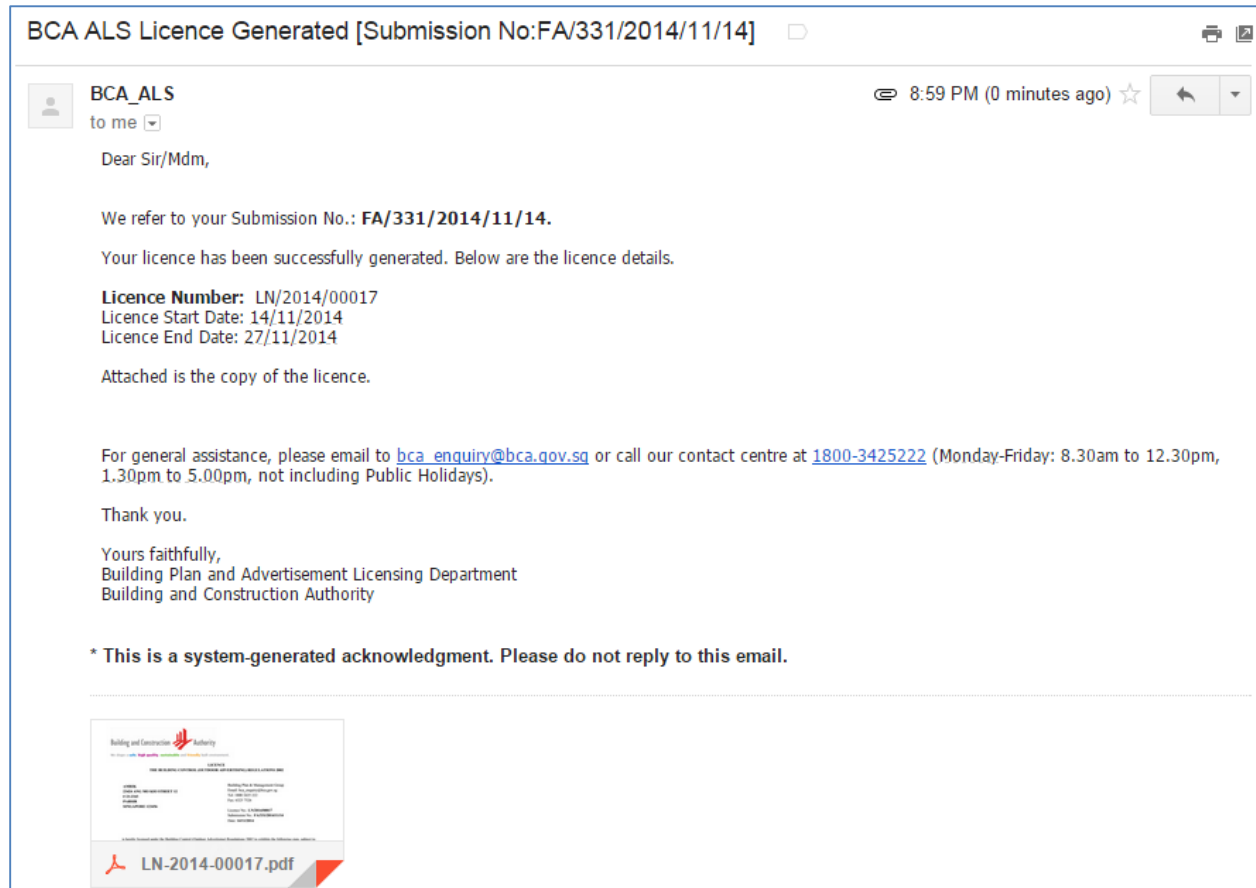
Page 1 of 1

Your Total Submission(s): 3

- User Ç be informed via email notification once licence is approved and generated by BCA.
- Sub-Status of Formal Application will show as “**Licence Generated**”.



Notes: ‘Status’ is used to display the application status as if the application is submitted , in processing or is closed. While the ‘Sub-Status’ displays the actions that are or needs to be performed by the applicant or by BCA, e.g. Require Documents, Pending Fee, Pending Licence etc.



- Licensee may retrieve the copy of licence from the email notification received as shown in the above.
- User is able to download a copy of the licence from the link available in the “**Licence Detail**” under formal application summary as shown below:



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Contact Info / Sitemap

Welcome Amrik

Log Out

Home > Formal Application > Summary

Print

Applicant Details

Type/ID:	UEN/Amrik	Name	Amrik
Registered Address:	23424,ANG MO KIO STREET 12,#23-2343,Parsir,123456	Mailing Address:	23424,ANG MO KIO STREET 12,#23-2343,Parsir,123456
Contact No:	9478057166	Email Address	amit.m@vismaad.com

Submission Details

Sign Details

Pre-Submission No:	PA/322/2014/11/14		
Submission Type:	Formal Submission	Submission No:	FA/330/2014/11/14
Submission Date:	14/11/2014		

Sign Submission No	Type	Sign Duration	Area/Sides/Signs	5 sqm Exemption	Renewal	Signage Drawing
ARN/401/2014/11/14	Unilluminated Signboard	14/11/2014 To 31/10/2015	6.72/1/1	No	Yes	View
ARN/402/2014/11/14	Illuminated Signboard	14/11/2014 To 31/10/2015	3.22/1/1	No	Yes	

Location Details

Address

22 GERALD CRESCENT -,GERALD GARDENS 799719

Payment Details

Mode	Status	Payment Date	Amount	Receipt/Cheque No	Bank Name	Download Receipt
Cheque	Verified	14/11/2014	49	986724561	POSB	Slip Download

Licence Detail

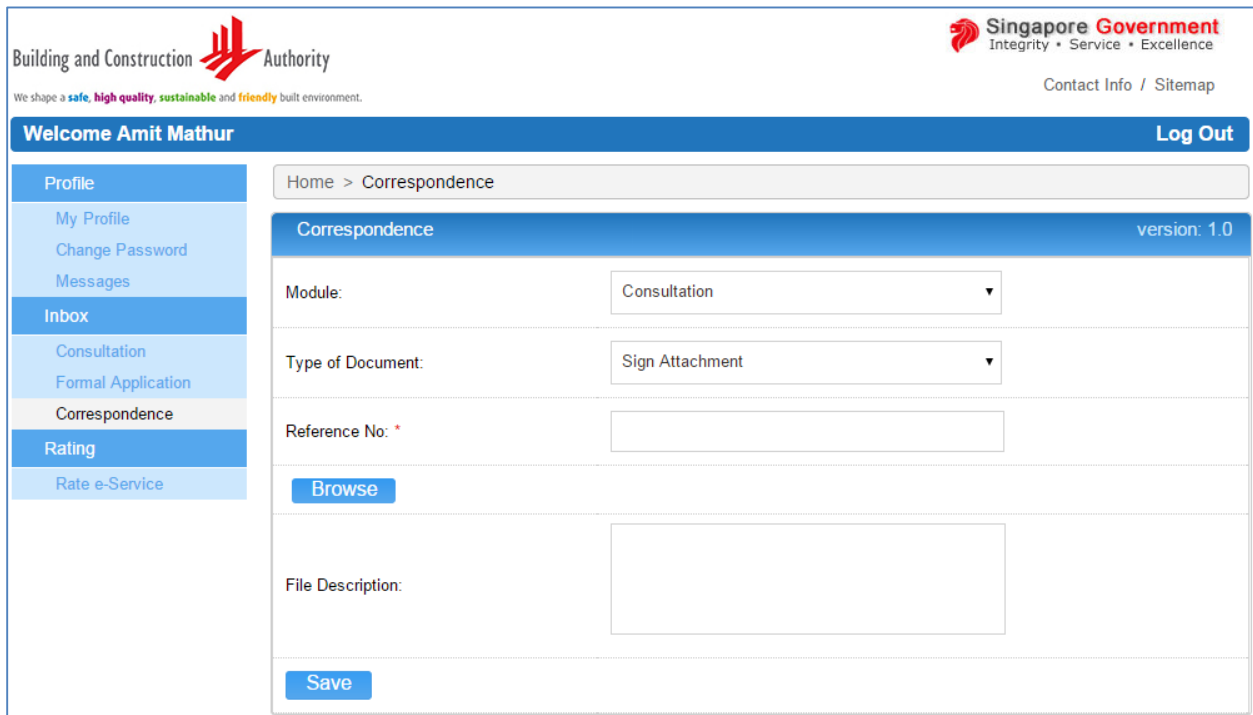
Licence Number	LN/2014/00015	Licence Type	Permanent
Description			
Condition			
Internal Remarks			
Start Date:	14/11/2014	End Date:	31/10/2015
Central	No	Town Council	No
CEA Agent	No		Download Licence

Back

- Click on “**Download Licence**” link to download the Licence.

8.3. Correspondence

- Re-submission of documents/ attachments by user (e.g. Authorisation Letter) can be done by uploading it in correspondence section.
- Re-submission of documents/ attachments is communicated via **Emails Notifications** and in **Messages** under **Profile** section.
- Click on “**Correspondence**” under “**Inbox**” section as shown below to upload the required documents/ drawings.



The screenshot shows the 'Correspondence' form in the BCA system. The header includes the Building and Construction Authority logo and the Singapore Government logo. The user is logged in as Amit Mathur. The left sidebar shows the 'Inbox' section with 'Correspondence' selected. The main form area has a breadcrumb 'Home > Correspondence' and a 'version: 1.0' label. The form fields include 'Module' (set to 'Consultation'), 'Type of Document' (set to 'Sign Attachment'), and 'Reference No.' (marked with an asterisk). There is a 'Browse' button for file selection and a 'File Description' text area. A 'Save' button is at the bottom.

Correspondence		version: 1.0
Module:	<input type="text" value="Consultation"/>	
Type of Document:	<input type="text" value="Sign Attachment"/>	
Reference No: *	<input type="text"/>	
<input type="button" value="Browse"/>		
File Description:	<input type="text"/>	
<input type="button" value="Save"/>		

- The following screen shot displays two correspondence modules ‘Consultation’ & ‘Formal Application’.



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Contact Info / Sitemap

Welcome Amit MathurLog Out

Profile

My Profile

Change Password

Messages

Inbox

Consultation

Formal Application

Correspondence

Rating

Rate e-Service

Home > Correspondence

Correspondence

version: 1.0

Module:

Consultation

Type of Document:

Sign Attachment

Reference No: *

Browse

File Description:

Save

- **Modules in dropdown list**
- Select one of the following modules which documents/ attachments are requested in accordance to the application process:
 - Consultation
 - Formal Application



- Each module has its own documents/ attachments type as shown below:
- **Consultation:**
 - a) Authorisation Letter
 - b) Sign Attachment

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Contact Info / Sitemap

Welcome Amit Mathur Log Out

Home > Correspondence

Correspondence version: 1.0

Module: Consultation

Type of Document: Authorisation Letter

Reference No: *

File Upload: * Browse

File Description:

Save

- Email notification received on the re-submission of the authorisation letter is as shown below:

BCA ALS Consultation - Resubmit Authorisation Letter [Consultation No.:PA/205/2014/8/8] Inbox x

BCA_ALS <bca.singapore.als@bca.com> 8:50 PM (0 minutes ago)
to me

Dear Sir/Mdm,

With reference to your consultation, kindly refer to the below given details for more information.

Need to resubmit authority letter

To submit the new authorisation letter follow the below given steps:

- 1) [Click Here](http://10.201.4.95/ALS-InternetPortal/Correspondance/Correspondance) (If this link doesn't work for you, paste the below given URL into your browser address bar.) <http://10.201.4.95/ALS-InternetPortal/Correspondance/Correspondance>
- 2) Login to the BCA ALS using your login credentials. (If you have already login, please ignore this step.)
- 3) Select Module >> Consultation
- 4) Select Type of Document >> Authorisation Letter
- 5) Enter your reference No: **PA/205/2014/8/8**
- 6) File Upload: select and upload the new authorisation letter.
- 7) File Description >> Enter your remarks/ authorisation letter description.
- 8) Press 'Save' to complete the process.

For clarifications, please call our contact center at 1800-3425222 (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.



- The email notification states the steps to follow in order to upload the authorisation letter.
- The Reference No. is stated in the message or email notification.
- In this email notification, the reference no. is (e.g. PA/205/2014/8/8).



- Key in the details and upload the new authorisation letter by clicking “Browse” button.

The screenshot displays the ALS User Manual interface. At the top, the Building and Construction Authority (BCA) logo is on the left, and the Singapore Government logo with the tagline 'Integrity • Service • Excellence' is on the right. Below the logos, a blue banner reads 'Welcome Amit Mathur' with a 'Log Out' button on the right. A left sidebar contains a 'Profile' menu with options: 'My Profile', 'Change Password', 'Messages', 'Inbox', 'Consultation', 'Formal Application', 'Correspondence' (highlighted), 'Rating', and 'Rate e-Service'. The main content area shows a breadcrumb 'Home > Correspondence' and a 'Correspondence' form titled 'version: 1.0'. The form fields are: 'Module:' (dropdown menu set to 'Consultation'), 'Type of Document:' (dropdown menu set to 'Authorisation Letter'), 'Reference No: *' (text box containing 'SSN/157/14/11/2014'), 'File Upload: *' (text box containing '[2014_11_14]_[2035]_Authorisat' with a 'Delete' button next to it), and 'File Description:' (text box containing 'Required Documents.'). A 'Save' button is at the bottom of the form.

- a) Click the “**Save**” button. Message for successful submission is displayed if document is submitted successfully otherwise error message will be displayed.

b) Formal Application:

c) Sign Attachment

- To upload sign attachment same procedure as above is to be followed.
- Upload sign attachments after keying in all the details.
- Click on “**Save**” button
- On successful submission is confirmed in pop-up message.
- Unsuccessful submission is notified with errors message.
- The application status is updated accordingly.